

**Background Information**

In the last few years, the nation has felt the impact of the immigration of non-English speaking families. Florida ranks among the top four states in the nation (along with California, Texas, and New York) in immigrant and refugee populations. Recent demographics show an ever increasing group of culturally and linguistically diverse students entering into the Duval County Public School System. At one point, 91 different language groups were represented in the District. As a result of this increase and recent legislation, the State and the District have made a commitment to provide training for school personnel which will enable schools to meet the needs of English Language Learners.

**Acronyms Defined**

ESOL is an acronym meaning English for Speakers of Other Languages, i.e. ESOL program and ESOL teacher. **ELL refers to English Language Learner.**

**Why do you need the ESOL training?**

In August of 1990, the Florida Legislature passed legislation to comply with a Federal Court order requiring all personnel working with an ELL to receive ESOL training aligned with their job assignment.

**How will the ESOL training benefit YOU?**

The in-service points may be used toward renewal of a professional certificate and toward renewal of any area of certification during the current validity period. The ESOL in-service training will enable teachers to deliver comprehensible instruction to the ELL and will familiarize all participants with the needs of our culturally diverse student population and their families.

**What is ESOL Coverage?**

ESOL coverage is a Florida Certification subject area that may show on a certificate alone or with other Florida Certification subject area coverage(s). Initial temporary eligibility for the ESOL Coverage may be obtained by either completing an appropriate bachelor's or higher degree with an appropriate major in English to Speakers of Other Languages or by receiving a passing score on the Florida ESOL subject area test. One may obtain eligibility for the ESOL coverage by receiving a passing score on the ESOL subject area test. To have the ESOL Coverage shown on the certificate after obtaining eligibility, one must submit a certification application and the appropriate fee for the coverage.

**What is the ESOL Endorsement?**

The ESOL Endorsement is an area of certification which is added to subject areas of certification. An endorsement does not provide appropriate certification by itself. It serves as a rider to a current Florida Educator's Certificate and must be attached to the certificate. The ESOL Endorsement "endorses" the subjects shown on a Florida Certificate. Eligibility for the ESOL Endorsement can be obtained by completing an appropriate bachelor's or higher degree with an appropriate major in ESOL, OR completing the appropriate specialization courses through college credit, OR completing the District's Add-On Program for ESOL. Eligibility for the ESOL Endorsement CANNOT be obtained by passing the ESOL subject area test. To have the ESOL Endorsement shown on the certificate after obtaining eligibility, one must submit a certification application and the appropriate fee for the endorsement.

**How do you add the ESOL Endorsement?**

Teachers may add the ESOL Endorsement by successfully completing the 300 hours of in-service training and demonstrating the competencies required for the certification endorsement. The 300 hours of training may be completed via one of three options (described on back) that are made available to Duval County Public school teachers. Upon completion of all requirements, the teacher may print a Certificate of Completion. The teacher must then submit a certification application and fee to add the endorsement to the Florida Temporary or Professional Certificate.

**Who needs the 300-hour ESOL Endorsement?**

**Who needs 60 hours only?**

Teachers who are the primary providers of English/Language Arts or reading instruction to an ELL are required to add the ESOL Endorsement. This includes teachers of alternative education, exceptional education, and vocational education.

<p><b>Category I</b>  <b>300 Hours -- Endorsement</b>                  K-12 Primary Language Arts Teachers                   K-12 ESE Language Art Teachers                   K-12 ESE Reading Teachers                   K-12 Reading Teachers (including Intensive reading and Reading Resource)</p>	<p><b>Categories II, III, and IV</b>  <b>60 Hours Training</b>                   Math Teachers                  Science Teachers                  Social Studies Teachers                  Computer Literacy Teachers                  ESE (Other Than Reading or Language Arts – see Category I)                  Guidance Counselors                  School-Based Administrators                  *Music Teachers                  *Art Teachers                  *P.E. Teachers                  *Health Teachers                  *Vocational Teachers                  *Media Specialists                  *Foreign Language Teachers                  *ROTC Instructors                  *Other teachers/instructors not listed in a category</p>
<p><b>Category O</b>  <b>(60 hours of training recommended)</b>                   Social Workers                  Psychologists                  Therapists                  Speech-Language Pathologists                  Teacher Assistants                  District-Based Administrators                  Pre-K Teachers</p>	

**\*These subjects require only 18 points of ESOL credit. However, Duval County Public Schools no longer offers 18-point ESOL workshops.**

**Where and when are the training courses offered?**

The District provides training at various locations throughout the year. Participants may choose from two delivery models: ESOL Traditional Classroom Courses and/or ESOL On-line courses. Schedules and registration are available on the Schultz Center Electronic Registration online system at [www.SchultzCenter.org](http://www.SchultzCenter.org).

**Banking of ESOL**

The 1998 Florida Legislature passed a bill that enables individuals who take college credit or in-service points in ESOL to "bank" the credit for renewal of the Florida Professional certificate. Any points earned in excess of 6 semester hours or 120 points within one validity period may be banked towards the renewal of a Professional certificate in subsequent renewal periods. ESOL credit earned under a Temporary Certificate (and not a part of a degree program) may be banked and used to renew the first Professional certificate issued consecutively after the Temporary Certificate.

**What is the timeline for completing the ESOL Endorsement training? (Also refer to the "Category" chart to the left)**

**Category I (when out of field for ESOL only):** The teacher must complete at least three (3) semester hours of college credit or 60 ESOL inservice points toward the ESOL requirements within the first two (2) school years (e.g. the rest of the current school year and by June 30 of the next) from date of initial assignment to a class with limited English proficient (LEP) students and three (3) semester hours or the equivalent inservice during each school year thereafter until all requirements for certification in ESOL are completed – at which time the ESOL Endorsement must be added to the teacher's certificate.

**Category I (when out-of-field for ESOL and another subject).** A teacher out of field in ESOL and another subject shall complete at least six (6) semester hours of college credit or the equivalent inservice toward the appropriate certification required by the non-ESOL subject by June 30 of the school year of the out of field assignment and each school year thereafter until all requirements are completed for the appropriate subject certification. The training shall be completed in the following manner: During the first two years, at least three (3) of the required twelve (12) semester hours or the equivalent inservice shall be completed in ESOL strategies. Beginning with the third year and each year thereafter, at least three (3) semester hours or the equivalent inservice shall be completed in ESOL strategies and at least three (3) semester hours in the other out-of-field subject requirements. When either all ESOL or all other out-of-field subject requirements are completed, a teacher shall comply with the schedule specified in the aforementioned paragraph (Category I when out of field for ESOL only) until all requirements are completed for both ESOL and the other out-of-field subject.

**Categories II, III, IV, and O (except Guidance Counselors & School-Based Administrators – see note below)**

Experienced teachers (teaching at least one day prior to the current school year) in these subject areas will need an appropriate 60-point ESOL workshop (or the equivalent in college credit) by June 30 of the school year in which they first teach an ELL student. If the teacher is a beginning/new teacher (first time ever teaching is on or after the first day of school of the current school year), the teacher will have all of the current school year and by June 30 of the next school year to provide proof of completion of the ESOL credit.

**Note:** Guidance Counselors & School-Based Administrators have three years to complete appropriate training from the date they are hired as an administrator or guidance counselor.

**Teaching ESOL Classes**

Teachers of the following ESOL classes are required to be highly qualified and have appropriate ESOL, English, and/or Foreign Language certification and/or credit to be in compliance. Completion of one 60-point workshop is not enough. A total of 120 points, 6 semester hours of college credit, an exam, or a combination of options may be required along with an application and fee to add a subject(s). Highly Qualified and Certification out of field notices will explain the specifics for teachers of these courses. The courses are:

- Elementary School Level:** 5010010 – English for Speakers of Other Languages
- Middle School Level:** 1001010/40/70 – M/J Language Arts 1, 2, and 3 when the class has students who are ELL.
- High School Level:** 1001310/1340/1370/1400-- English 1, 2, 3, and 4; 1002300/2310/2320/2520 – English 1, 2, 3, and 4 through ESOL; 1002380 – Developmental Language Arts through ESOL (MC); and 1002381 – Developmental Language Arts through ESOL (Reading)

### What are the 300 hour ESOL Endorsement in-service options?

Teachers seeking the ESOL Endorsement may earn the required 300 hours of ESOL in-service by participating in one of the following options.

- **Option A (Duval County Public School in-service options)**  
This option (except foreign travel) is currently offered at no cost to the teacher.

ESOL Overview: Empowering ESOL Teachers	60 hours
ESOL Applied Linguistics	60 hours
ESOL Cross-Cultural Communications	60 hours
ESOL Curriculum and Material Development	60 hours
ESOL Methods of Teaching	<u>60 hours</u>
Total	300 hours

Secondary ESOL: Enriching Content Classes	60 hours
Foreign Travel (must be approved prior to travel) awards Cross-Cultural Communications credit	60 hours

- **Option B (College Credit)**

Teachers may satisfy the ESOL Endorsement in-service training requirements through the completion of college courses totaling 15 semester hours. The district does not provide tuition reimbursement for university courses. Previously completed in-services and college courses which an individual feels may satisfy the ESOL Endorsement requirements will be reviewed by the Professional Development Office. Applicable credit will be awarded. Those seeking further information about in-service should contact the Professional Development Office.

Fifteen semester hours in English for Speakers of Other Languages (ESOL) should include credit in each of the areas specified below:

- Methods of Teaching English for Speakers of Other Languages (ESOL),
- ESOL Curriculum and Materials Development,
- Cross-Cultural Communication and Understanding  
**(Note: the course "Teaching Diverse Populations" is no longer appropriate for this requirement),**
- Applied Linguistics, and
- Testing and Evaluation of ESOL.

- **Option C (Combination of Options A & B)**

Teachers wishing to obtain the 300 hours of in-service training requirements through a combination of Options A & B may do so with prior approval from the Professional Development Office.

- **Option D (Florida Teacher Certification Exam for ESOL K-12)**

A teacher may be eligible for certification covering ESOL K-12 by passing the Florida Teacher Certification ESOL Subject Area Exam and adding it to the valid teaching certificate. Providers of language arts and reading instruction must also complete 120 ESOL in-service hours within three years of adding the subject by exam. Failure to do so will result in deletion of ESOL from your certificate upon renewal. **Note: Passing the ESOL exam does not award in-service credit.**

### ESOL School Procedures

1. EVERY student who enters the Duval County Public School System for the first time MUST complete a Home Language Survey form. Auditors will expect to find this form in every cumulative folder. No questions may be asked concerning immigration status. The School District is required by law to serve illegal aliens. No copies of any visa or other papers may be made that would document immigration status. No list of illegal aliens may be compiled.
2. The white copy of the Home Language Survey MUST be sent immediately to the ESOL Office. The students who answer "yes" shall be Language Assessment Scales (LAS) tested within four weeks of enrollment.
3. If the student is in grades 3 – 12 and PASSES the LAS test, the school MUST administer and assess the Comprehensive Test of Basic Skills (CTBS) within the same 4 weeks time frame. To pass the reading/writing part of the assessment, a student must score at or above the 32% percentile on BOTH the reading comprehension and the total language portions of the test.
4. If the student is determined to need ESOL services, strategies to provide COMPREHENSIBLE INSTRUCTION must be documented in the teacher's plan book.
5. An ELL must have a red folder in their cumulative folder containing the following:
  1. the Home Language Survey,
  2. a copy of the notice of eligibility letter (written in their home language) that was sent home to the parents,
  3. the student data sheet,
  4. a copy of the front of the LAS test showing results,
  5. an end-of-the-year evaluation and recommendation for the next year (completed by the teacher, one copy MUST be sent to the ESOL Office),
  6. the student's ELL plan,
  7. student schedule showing ALL courses, including ESOL courses, and
  8. ELL committee outcome forms, if applicable.



## English for Speakers Of Other Languages



### Training Requirements

#### Duval County School Board Personnel



Written collaboratively by the offices of ESOL, Certification, and Professional Development

**Brenda Wims, Director, Professional Development**  
**(904) 348-7807**

The Office of Professional Development is responsible for the overall management of the Endorsement Program. This Endorsement Program includes maintaining in-service records, verifying an applicant's completed in-service credit, and the transferring of college credits to in-service points. Upon completion of all requirements and an applicant's request, the Professional Development Office assists teachers in completing and forwarding to the DOE the required forms, which are needed to add the ESOL Endorsement to a Professional Certificate. In addition, the Professional Development Office is responsible for establishing, coordinating, and delivering in-service training for the ESOL Endorsement Program.

**Brenda Trimble, Supervisor, ESOL**  
**(904) 390-2202**

All students who enter Duval County Schools for the first time must complete a home language survey. The ESOL Office must assess, using the LAS test, those students who answer "Yes" to any of the following questions: (1) Is another language spoken in the home? (2) Does the student have a first language other than English? or (3) Does the student most frequently speak another language in the home? For those students in the 3<sup>rd</sup> through 12<sup>th</sup> grades who pass this aural-oral test, a reading-writing test must be administered.

Duval County has 16 ESOL Center/Program Schools where teachers have had special training to enable them to better assist students in learning English. Non-English and English language learners have the opportunity to be served in English for Speakers of Other Languages (ESOL) classes. The district goal is to provide a smaller teacher/pupil ratio, a learning program focused on individual academic needs, an opportunity to explore a variety of enrichment activities, a teacher specially trained to help English Language Learners learn English, and special teaching materials. A bilingual Paraprofessional is added to any faculty having 15 or more speakers of one language. The ESOL office assists schools with compliance issues regarding the Consent Decree, translations of documents into home languages, FTE and program audit preparations.

**Kella Grant, Supervisor, Certification**  
**Human Resource Services**  
**(904) 390-2376**

The Certification Office is responsible for providing teachers with information concerning ESOL certification. This office notifies teachers of their out-of-field status when placement of an English Language Learner occurs -- requiring the teacher to participate in ESOL training. The Certification office provides information concerning ESOL in-service requirements, timelines, and the certification application process. Personnel needing ESOL training for State compliance are monitored by this office.