



## OUT-OF-FIELD CREDIT OPTIONS

**Finish the credit and clear your status!**

Teaching “out of field” is defined as teaching a course that requires certification in a coverage that is not shown on your Florida Educator’s Certificate. In Duval County Public Schools, it is often referred to as “being flagged for out-of-field.” To assist in deciding which out-of-field credit option is best for you, below is a list of appropriate types of out-of-field credit. With the exception of ESOL out of field credit, appropriate credit must be completed after the first day of your out-of-field assignment in the current school year. No credit used for a previous school year’s out-of-field designation can be used again for a different school year’s designation. For specific deadlines, always refer to your “Out-of-Field Agreement Notice” provided to you by the Duval County Certification office.

### **English to Speakers of Other Languages (ESOL) Credit:**

1. Appropriate college credit as explained in the ESOL Training Brochure (3 semester hours)
2. County in-service workshops (total number required by your deadline)
3. ESOL subject area exam passed AND the ESOL coverage added to your Florida Educator’s Certificate (for primary providers of language arts and reading instruction. State law requires 120 district ESOL in-service points or 6 semester hours of appropriate ESOL college credit to be completed within three years of passing the ESOL exam when satisfying ESOL out of field using this option).

### **Reading or Gifted Credit:**

1. Appropriate college credit (6 semester hours)
2. Appropriate county in-service workshops (120 points per subject by your deadline)
3. Appropriate college credit (3 semester hours) AND an appropriate county in-service workshop (60 points) .
4. 120 points of in-service credit earned through the District’s Alternative Certification Program
5. A combination of 60 Alternative Certification Program points and 3 semester hours of appropriate college credit.
6. A combination of 60 Alternative Certification Program points and 60 appropriate county in-service workshop points per subject.
7. For reading: “Highly Qualified” status for the out-of-field reading subject (experienced teachers only)
8. A combination of appropriate credit earned through a Florida-approved Education Preparation Institute (EPI) AND either 3 semester hours of appropriate accredited college credit or 60 appropriate county in-service workshop points.

### **Credit for Subjects Other than Reading, Gifted, or ESOL:**

1. Accredited college credit (6 semester hours). Note: This credit may be obtained through appropriate CLEP credit (see “Helpful Tips” on back).
2. Subject area exam passed for the out -of-field subject (if available) AND the subject added to your Florida Educator’s Certificate
3. For Exceptional Student Education (ESE) out- of-field ONLY: PDA-ESE Modules worth 120 district in-service points
4. 120 points of in-service credit earned through the District’s Alternative Certification Program.
5. Appropriate credit earned through a Florida-approved Education Preparation Institute (EPI).
6. A combination of 60 Alternative Certification Program points and 3 semester hours of appropriate college credit.
7. A combination of appropriate credit earned through a Florida-approved Education Preparation Institute (EPI) and either 3 semester hours of appropriate college credit or 60 appropriate county in-service workshop points.
8. “Highly Qualified” status for the out-of-field subject (experienced teachers only).
9. A combination of appropriate credit earned through a Florida-approved Education Preparation Institute (EPI) and either 3 semester hours of appropriate college credit or 60 appropriate county in-service workshop points.

(See the “Helpful Tips” on the back)

# HELPFUL TIPS!

## Consider the following when making decisions about your out-of-field credit:

- Steps to take when you've been "flagged" for teaching out-of-field:
  - Read your "Out-of-Field Agreement Notice" carefully and discuss the possibility of an error with your principal. Only the principal can report the error for review to the Certification supervisor.
  - Make a careful determination of how much credit you will need. If you are out of field for ESOL, read the ESOL Training Brochure carefully. Always call the Duval County Certification office if you have out-of-field questions or concerns.
  - Select your best option and register as soon as possible. Never procrastinate!
- College courses can be costly and many senior institutions require you to pay graduate tuition because you are completing credit after your bachelor's degree. Check for courses offered at a junior institution but keep in mind that all junior college courses are not acceptable for some courses required for the professional certificate. If appropriate, credit earned as you seek a higher degree could be used for out-of-field. Ask the Duval County Certification office to be sure.
- The College Level Examination Program (CLEP) allows you the opportunity to receive college credit for the passing score you receive on a CLEP exam for a variety of courses. By passing the appropriate CLEP exam, it is possible to have that passing score accepted as college credit on an official transcript from an accredited institution. For more information, logon to the CLEP website at: [www.collegeboard.com/CLEP](http://www.collegeboard.com/CLEP). **Important: Prior to registering for the CLEP exam, make sure that an accredited institution will accept your CLEP score for the amount of credit you need and that you are taking the CLEP exam for the course that will be appropriate to satisfy your out-of-field credit.**
- College course availability varies and courses you may wish to take may not be available every semester. Check with institutions to make sure your course will be available in the future. Some courses are offered in abundance in the Fall, become scarce in the Spring, and are almost non-existent in the summer. Don't wait until the last minute to inquire about or register for courses!
- County in-service workshops fill quickly. Many teachers decide to wait until the summer or toward the end of the school year to attend workshops. Because of that, many spaces are available earlier in the school year. So, if your schedule permits, attend workshops early in the school year and beat the crowd!
- If you are a holder of a Temporary Certificate and your Statement of Status of Eligibility from the DOE requires you to complete professional preparation education courses, six (6) semester hours of that college credit may be used as out-of-field credit for any subject except ESOL.
- Be cautious of the testing dates and realize that in most instances, you only have three or four opportunities to take an exam during regular administration. Register on time and allow time in the school year for retakes. Realize that SOME exams are available almost everyday through computer-based testing but some are not. There is no subject area exam for the following subjects so testing for them is not an option: Dance, School Social Worker, and foreign languages **other than** French, German, Latin, and Spanish.

### Contact Information:

Workshops/In-service: Professional Development 348-7807 or online at [www.duvalschools.org](http://www.duvalschools.org)

Duval County Alternative Certification Program: 390-2627

PDA/ESE Modules: 346-4601

Certification Testing: Online at [www.fl.nesinc.com](http://www.fl.nesinc.com)

General Certification Information: Duval Certification Office (390-2376) or the Florida Department of Education's Certification office (800-445-6739 or online at [www.fldoe.org/edcert](http://www.fldoe.org/edcert))

For information on college courses, CLEP acceptance, or EPI (Florida Institutions), contact the appropriately accredited institution of your choice.

