

Teaching a College Level Course In-service Conversion Application

A maximum of 6 semester hours per certificate validity period may be converted into inservice credits for the purpose of certificate renewal, endorsement, or ESE renewal requirement.

Current Employees, please complete this form and send to the Professional Learning Department along with a verification letter by a college/university official (Dean of College or Registrar) with the teacher's name, title of the college course taught, and dates that this course was taught. Non-Employees must submit College Credit information directly to the FLDOE.

Name:		Last 4 SS #:	School/Dept:
Name of College/University:			
Course Title:			Course Code #:
Begin Date:	End Date:	# of Semester Hours:	

Please use this course as credit toward the following: (please check)			
<input type="checkbox"/>	5-Year Professional Certificate Renewal	<i>Expiration date of certificate:</i>	
<input type="checkbox"/>	Endorsement	<input type="checkbox"/> Reading Endorsement <input type="checkbox"/> Gifted Endorsement <input type="checkbox"/> Autism Endorsement <input type="checkbox"/> ESOL Endorsement <input type="checkbox"/> Athletic Coaching Endorsement	<i>For endorsements, please note the course must have been completed within the last ten years and must also be approved by the endorsement program specialist. In some cases, a course description/syllabus may be required.</i>
<input type="checkbox"/>	ESE 20-hour inservice requirement	<i>The course must be completed within the 5-year validity period of the professional certificate. The course will be reviewed by Professional Learning to determine eligibility for meeting this requirement.</i>	
<p>I have attached a verification letter by a college official (Dean of College or Registrar) with the teacher's name, title of the college course taught, and dates that this course was taught.</p> <p>_____</p> <p>Signature _____ Date _____</p>			

Conversion Rate - 20 points per semester hour

1 semester hour = 20 inservice points 2 semester hours = 40 inservice points 3 semester hours = 60 inservice points

(Max - 6 semester hours per certificate validity period)

<u>Professional Learning Department Use ONLY</u>	
_____	_____
Professional Learning Administrator	Date