

Instructions for Requesting Endorsement Course Credit for College Courses

If you have taken a College Course that you believe aligns to an Endorsement Course, please complete the following process:

REQUESTING CREDIT FOR READING ENDORSEMENT

IF YOU ATTENDED A FLORIDA COLLEGE

If you attended a Florida College or University from 2006 to the present or completed an EPI Program, you **MAY** have completed some courses that count towards the Reading Endorsement. Please check your transcript for a message stating this. The message would look something like this:

SAMPLE ON COLLEGE TRANSCRIPT:

Completed a state approved performance-based and NCATE approved teacher education program at the bachelors level in Elementary Education/ESOL K-6. Reading Competencies 1-4 have been satisfied. General Education requirements have been satisfied.

SAMPLE ON EPI PROGRAM CERTIFICATE:

*Official completion date is documented on Florida Department of Education's CT-135 form.

*EPI completion includes satisfaction of requirements for FLDOE's Reading Competency 2.

If you do not have a message specifically stating that you completed one or more of the Reading Competencies, but you believe you have courses that could qualify:

1. Write your Employee Number on your transcript
2. Highlight on your transcript the courses you would like reviewed
3. Gather the official course descriptions for the courses you would like reviewed
4. Send your transcript and course description(s) to [Terese Figliuolo](#)
 - a. Please ensure that social security number information is redacted if sending through email
 - b. You may also send the hard copy to Terese Figliuolo in Human Resources @ 40 Orange Street
5. Allow two weeks for your transcript to be reviewed
6. You will be notified by email if the course(s) qualify; if courses do not qualify, you will be notified by the Professional Development and Evaluations Department

****It is your responsibility to acquire your college transcript and course descriptions.*** If you have uploaded your transcript into Applitrack, you may be able to log in and print it from there. We accept unofficial transcripts for course review.

IF YOU ATTENDED AN OUT OF STATE COLLEGE

If you attended a college or university outside of the state of Florida, but you believe that you took courses that may qualify for a Reading Endorsement course:

1. Write your Employee Number on your transcript
2. Highlight on your transcript the courses you would like reviewed
3. Gather the official course descriptions for the courses you would like reviewed
4. Send your transcript and course description(s) to [Terese Figliuolo](#)
 - a. Please ensure that social security number information is redacted if sending through email
 - b. You may also send the hard copy to Terese Figliuolo in Human Resources @ 40 Orange Street
5. Allow two weeks for your transcript to be reviewed
6. You will be notified by email if the course(s) qualify; if courses do not qualify, you will be notified by the Professional Development and Evaluations Department

****It is your responsibility to acquire your college transcript and course descriptions.*** If you have uploaded your transcript into Applitrack, you may be able to log in and print it from there. We accept unofficial transcripts for course review.

REQUESTING CREDIT FOR ESOL ENDORSEMENT

IF YOU ATTENDED A FLORIDA COLLEGE

If you attended a Florida College or University you MAY have completed some courses that count towards the ESOL Endorsement. Please check your transcript for a message stating this. The message would look something like this:

SAMPLE ON COLLEGE TRANSCRIPT:

FL State Approved BS in Prekindergarten / Primary Teacher Education Age 3 through Grade 3 with ESOL Endorsement.

If you do not have a message specifically stating that you completed one or more of the ESOL Courses, but you believe you have courses that could qualify:

1. Write your Employee Number on your transcript
2. Highlight on your transcript the courses you would like reviewed
3. Gather the official course descriptions for the courses you would like reviewed
4. Send your transcript and course description(s) to [Valerie Etienne-Leveille](#)
 - a. Please ensure that social security number information is redacted if sending through email
 - b. You may also send the hard copy to Valerie Etienne-Leveille in Professional Development and Evaluations @ 40 Orange Street
5. Allow two weeks for your transcript to be reviewed
6. You will be notified by email if the course(s) qualify

****It is your responsibility to acquire your college transcript and course descriptions.*** If you have uploaded your transcript into Applitrack, you may be able to log in and print it from there. We accept unofficial transcripts for course review.

IF YOU ATTENDED AN OUT OF STATE COLLEGE

If you attended a college or university outside of the state of Florida, but you believe that you took courses that may qualify for an ESOL Endorsement course:

1. Write your Employee Number on your transcript
2. Highlight on your transcript the courses you would like reviewed
3. Gather the official course descriptions for the courses you would like reviewed
4. Send your transcript and course description(s) to [Valerie Etienne-Leveille](#)
 - a. Please ensure that social security number information is redacted if sending through email
 - b. You may also send the hard copy to Valerie Etienne-Leveille in Professional Development and Evaluations @ 40 Orange Street
5. Allow two weeks for your transcript to be reviewed
6. You will be notified if the course(s) qualify

****It is your responsibility to acquire your college transcript and course descriptions.*** If you have uploaded your transcript into Applitrack, you may be able to log in and print it from there. We accept unofficial transcripts for course review.

REQUESTING CREDIT FOR GIFTED ENDORSEMENT

If you believe that you took courses that may qualify for a Gifted Endorsement course:

1. Write your Employee Number on your transcript
2. Highlight on your transcript the courses you would like reviewed
3. Gather the official course descriptions for the courses you would like reviewed
4. Send your transcript and course description(s) to [Valerie Etienne-Leveille](#)
 - a. Please ensure that social security number information is redacted if sending through email
 - b. You may also send the hard copy to Valerie Etienne-Leveille in Professional Development and Evaluations @ 40 Orange Street
5. Allow two weeks for your transcript to be reviewed
6. You will be notified by email if the course(s) qualify

**It is your responsibility to acquire your college transcript and course descriptions.* If you have uploaded your transcript into Aplitrack, you may be able to log in and print it from there. We accept unofficial transcripts for course review.