



SCHOOL DISTRICT OF PALM BEACH COUNTY

Career and Technical Education Teacher Certification Program – District Certification Only

Attaining Competence for Teaching in Vocational Education (ACTIVE) – Program Participant Form – Temporary Certification

Name _____ Employee ID # _____

Home Address _____ Certification Area _____

City _____ Zip Code _____ Name of School _____

Cell # _____ Email _____

3-Year Temporary District Certificate Expiration Date _____ CTE Specialist Name _____

To be eligible for a five-year Professional School District of Palm Beach County District Issued Teaching Certificate, the ACTIVE Program participant must complete the following 7 development courses to meet the requirement through FACTE (www.facte.org) and/or its equivalency (college coursework). A combination of FACTE courses and college courses is acceptable. It is the teacher's responsibility to register for the courses listed below and report completion to their CTE Specialist. The program can be completed in one year; however, you may have up to 3 years to complete all of your required education courses. The teacher must complete all the requirements prior to the expiration date on the Temporary Teaching Certificate.

FL Dept. of Education Course Requirement	FACTE Course Option <i>(224 Total Points)</i>	FACTE Course Completion Date	College Course Option <i>College Name, Course Name, and Course Number (12 College Credits - 4 courses)</i>	College Course Completion Date
Teaching Special Needs Students	Teaching Students with Disabilities (20 Points) <i>*May also take course in PeopleSoft through SDPBC - My Learning (20 points)</i>			
Teaching Methods	Classroom Management for CTE Teachers (60 Points)			
	CTE Teaching Methods (20 Points)			
Lesson Planning and Evaluation	Introduction to Career & Technical Education Assessment and Evaluation (20 Points)			
	CTE-Planning & Implementing Effective Program Evaluation Plans (20 Points)			
	Getting Your Best Teacher Observations and Evaluations (24 Points)			
Course Construction	Standards-Based Instruction: Designing Curriculum Around Standards (60 Points)			

I acknowledge receipt of the ACTIVE Program Plan and understand that completion of ACTIVE is a mandatory requirement for professional certification. I will successfully complete the ACTIVE Program prior to the expiration date listed on my District issued temporary teaching certificate to be eligible for a five-year professional Palm Beach County School District Teaching Certificate. I will provide course completion certificates and/or official college transcripts to receive credit for completing the ACTIVE Program.

Teacher Signature _____ Date _____

Submit Form to: Choice & Career Options Department/ CTE Specialist
Copy: Dr. Miguel Benavente/ ACTIVE Program Administrator
Copy: Certification Department



CERTIFICATION DEPARTMENT
 3300 FOREST HILL BLVD., SUITE A-152,
 WEST PALM BEACH, FL 3340

Vocational Certification Renewal & Temp To Pro App

Employee ID #	License #	Sch/Dept.
First Name:		Last Name:
Email:	Phone	

Renewal fee \$75 - Please pay via school cash at: SchoolCashOnline.com

School cash payment [instructions](#):

Documentation for Renewal - Mark the appropriate section below and attach required documentation. The In-Service requirement for Renewal is 120 points. Indicate below the method of renewal:

- In-service points earned through PBC
- Official transcript (attach or on file)
- College Teaching Experience – Verification letter attached
- No points need for **JROTC** renewal

Documentation for Add-on: Subject to be added _____

-

- Official transcript (attach or on file)
- Supporting documents, must have CC Specialist approval to add.

**** Return this completed form with payment receipt and documentation via email to: Certinfo@palmbeachschools.org**

FOR OFFICE USE ONLY

	In-Service Points Verified		PeopleSoft Updated		PPS Issues
	Payment Received		Spreadsheet Updated		



School Cash Online Instructions


Please visit: <https://palmbeach.schoolcashionline.com/>

You'll come to a page with a pair of orange sneakers





At this time make sure you're **NOT** logged in into your account yet.

1. On the top right corner of your screen you will find the link  **click on it.**
2. On the next page, type in the search box **Teacher Certification**. 
3. The following page will show the item, click on it.

The School District of Palm Be					
School	Item Name	Price	Due Date	Status	
	Teacher Certification 2020/2021 - 2020/2021 View Item		Jun 30/99	Available	

4. You should be at the **FEE DETAILS** page and you will be able to select one of more items need. It will automatically populate your amount and you will need to click add to cart.

Please select one or more of the following items listed below

-  Certification Renewal
-  Certification Add-on
- Certification Reprint/Name Change
- Certification Renewal and Late Fee

5. It will show what it is in your cart. Click continue.
6. You will have the option to **sign in** if you have a school cash account or you can continue as a **guest**.

Sign In	Guest Checkout
Email <input type="text"/>	The following features will not be available:
Password <input type="text"/> Forgot your password?	<ul style="list-style-type: none">• Additional Payment Methods: guests can only checkout via Credit Card.• Payment History: view all past purchases.• Student Specific Items: view and purchase items assigned to your student(s).• Installments: create payment schedules for certain items.
<input type="checkbox"/> Remember me?	Continue as guest >
Sign In	

7. The next step will prompt you to input your credit card information and confirm transaction. Print and save to your computer a copy of your school cash receipt.