

Frequently Asked Questions

1) How do I apply to the TeacherReady® program?

To apply to the TeacherReady® program, you will need to submit an admission form, a copy of your college transcripts indicating that a Bachelor's Degree has been awarded, and an admission fee of \$15.00. Your information cannot be reviewed for consideration to the program until all information is received by the EducatorReady™ office.

2) When is the deadline for admissions to the program?

Applications are accepted throughout the year. The deadline for the

- February cohort is January 1.
- July cohort is June 1.
- October cohort is September 1.

3) Do I have to come to the University of West Florida campus for any reason during the TeacherReady® program?

No. All the instruction is delivered online through an e-learning system. There will be no reason for you to come to campus during the TeacherReady® program.

4) How long are the lessons in the TeacherReady® program?

Each lesson of the TeacherReady® program is approximately four to six weeks long. The length of each lesson varies depending on the content of the lesson.

5) Can I work and participate in the TeacherReady® program?

Yes. The TeacherReady® program was designed with working students in mind. There is never any set time that you have to be in the e-learning system. Course information is available to students 24 hours a day, 7 days a week. You will be placed with a mentor teacher in your local community where you will spend approximately 150 hours observing, substituting, interviewing, and completing other classroom field experiences. You will be required to be in your mentor teacher's classroom a minimum of 2-5 hours per week. The final field experience will be teaching five, full, consecutive days in your mentor's classroom.

6) Do I have to be online at any particular time for instruction?

No. There are no set times that you have to be in the e-learning system to participate. Course information is available to students 24 hours a day 7 days a week.

7) Is financial aid available?

Military personnel and their spouses can receive information about financial aid at <http://www.proudtoserveagain.com> or <http://www.militaryonesource.com>.

“Smart Option Loans” are continuing education loans that are offered through Sallie Mae. These are low interest loans designed for programs such as TeacherReady®. Contact Sallie Mae for more information regarding these loans.

The TeacherReady® program does not qualify for federally funded financial aid such as FAFSA or Pell Grants.

8) What other states are reciprocal with the state of Florida?

The state of Florida is reciprocal with 41 other states for teaching certification. Twenty-three of these states currently accept alternative certification pathways to becoming a teacher. To find out what states are reciprocal with the state of Florida and their requirements, visit the NASDTEC Interstate Agreement at <http://www.nasdtec.org/agreement.php>.

9) How much does the program cost?

- Total instructional cost is \$4,500.00 - Payments are made in eight installments of \$562.50. This amount includes all the materials and supplies you will need throughout the program. The first payment is due before the start of the program. Each additional payment is due at the end of each lesson. Students cannot proceed to the next lesson until the previous lesson has been paid in full. Payment arrangements can also be established by contacting our office directly.
- Statement of Eligibility - \$75.00 (Additional cost if certified in multiple subject areas)
- Fingerprinting - varies per school district
- Certification Testing - Visit the Florida Department of Education website at <http://www.fldoe.org/asp/ftce> for current test costs. You will need to take the Professional Knowledge, General Knowledge, and Subject Area Exams. Specific fee and registration information can be found at <http://www.fl.nesinc.com/index.asp>.

10) Do you need an official transcript from my college?

No. You do not need to send an official transcript to apply for the TeacherReady® program. You can email or fax an unofficial copy to our office as part of the admissions requirements.

11) Do you need a transcript from all the colleges I attended?

It is beneficial to see transcripts from all the colleges you attended. If you are unable to obtain transcripts from all your colleges/universities, we will need a copy of the transcript showing a Bachelor’s Degree was received.

12) Is there an admission fee?

Yes. There is a \$15 non-refundable admission fee. Checks should be made payable to “EducatorReady” and mailed to 212 Church Street, Pensacola, FL 32502. You can also make this payment through the EducatorReady.com eStore.

13) How quickly will I find out if I am accepted to the program?

Your completed application packet will be reviewed within one month of submission. If you are pre-accepted to the TeacherReady® program, you will receive via email an additional packet of information for the second step of the application process. This packet will include a copy of the TeacherReady® Standards of Behavior, a Temperament Survey, and a case study. These three documents will need to be completed and returned to the EducatorReady™ office by the deadline provided in the pre-acceptance letter.

Once the signed Standards of Behavior, completed Temperament Survey, and completed case study have been returned to the EducatorReady™ office, your application packet will be reviewed within two weeks of receipt for final acceptance. Upon final review, formal acceptance letters will be sent via email. The acceptance letter will include any additional steps that must be completed before the start of the cohort.

14) How many students do you admit to the program at one time?

Each section of a cohort consists of approximately 25 students. Multiple sections will be opened to accommodate all students accepted to the program.

15) How does the online learning work?

All of the instruction is delivered through an online e-learning system. You will receive a syllabus and lesson outline including suggested deadlines for assignments at the beginning of each lesson. You will complete the assignments at your own pace within the time frame of the lesson. Assignments will need to be completed in Microsoft Word, saved on your computer, and turned in to the instructors through “drop boxes.”

16) How do I turn in my assignments when they are completed?

Assignments will need to be completed in Microsoft Word, saved on your computer, and turned in to the instructors through “drop boxes.”

17) Do I receive some form of feedback to my assignments?

Yes. Your instructor will review your completed assignments to make sure that you are on target. They will make notations about information that is of special interest pertaining to the assignment. On some occasions, the instructor may feel you need to review the assignment and resubmit. Assignments that are submitted to the instructor by the due date will receive feedback within seven days of submission.

18) What happens if I need to withdrawal from the program?

The faculty understands that circumstances may arise when you feel that you will not be able to continue with the TeacherReady® program. You will need to notify both the instructor of the lesson and the program office concerning your intentions to withdrawal from the program.

19) Are there any reasons that you would withdraw me from the program?

You can be withdrawn from the program for the following reasons:

1. Failure to return the required paperwork outlined in your acceptance letter to EducatorReady™ by the stated deadline.
2. Lack of participation in the program.
3. Failure to make payments on time.

20) Do I ever have contact with other students while I'm in the TeacherReady™ program?

Yes. You will communicate with fellow classmates through online discussions and e-mails about information and assignments outlined in the course.

21) Do you work with the Troops to Teachers/Spouse to Teachers program?

Yes. We work with the Troops to Teachers/Spouse to Teachers program. You can access information about these programs at <http://www.proudtoserveagain.com>. We will provide the Troops to Teachers office with the necessary documentation regarding cost of the TeacherReady® program. You will need to send a request to our office in order to obtain this information.

22) Can I still participate in the program if I live overseas?

Yes. We have students participating in the TeacherReady® program that are living overseas. You will participate in the program like other students that reside in the USA. In order to complete your field experiences, you will need to work with a private or international school in your location and **not** a DODD school.

23) What if my GPA is under a 2.5?

You can still apply to the TeacherReady® program. Your transcripts will be reviewed by the Program Director. If you have continued your education with a Master's Degree, you are encouraged to submit these transcripts to demonstrate that your GPA has improved since obtaining your Bachelor's degree.

24) What other requirements do I need to teach in another state?

We strongly recommend that you contact the other state's Department of Education directly to find out what other requirements will need to be met to teach in that state.

25) When are payments due?

Payments are due no later than one week after the start of a new lesson. Students with a past due balance of one lesson's tuition can be withdrawn for non-payment.

26) Can I make payment arrangements for my courses instead of obtaining financial aid?

Yes. We will work with students on a one-on-one basis to establish payment arrangements. You will need to contact the Business Manager to establish a payment plan.

27) Can I defer my student loans while participating in the program, and who do I need to submit these forms to?

Each lending agency has rules and regulations pertaining to deferring student loans while enrolled in a continuing education program. We can complete the required forms needed to request a loan deferment and submit those to your lending agency. Your lending agency will notify you if your request has been approved.

28) Are you NCATE accredited, and what does this mean for me?

Yes. We are NCATE accredited because we are part of the College of Professional Studies at the University of West Florida. Some states require that teachers complete their teacher education courses through a program that has been reviewed and approved by NCATE.

29) What tests do I need to take to become certified?

To become professionally certified to teach in the state of Florida, you will need to pass the Professional Knowledge, General Knowledge, and Subject Area Exams. You can find out more information about these tests at the FLDOE web site at <http://www.fldoe.org/asp/ftce>. You can also contact the Office of Assessment for more information. Their contact information can be found at <http://www.fldoe.org/testing>.

30) Are there set dates that my assignments are due?

You will receive a syllabus and lesson outline including suggested deadlines for assignments at the beginning of each lesson. You will complete the assignments at your own pace within the time frame of the lesson. All assignments should be completed by the end of each lesson.

31) When do I need to take the three state certification tests?

We recommend that you take the Subject Area Exam first. The recommended time to take this test is after you have completed Lesson 4 of the TeacherReady® program. The General Knowledge Exam is the next test that should be taken. You can take this exam anytime after taking the Subject Area Exam. The Professional Knowledge Exam should be taken after you have completed the TeacherReady® program.

32) How do I sign up for these three state certification tests?

To sign up for the state tests, you will need to contact the Florida Department of Education. You can access their web site at <http://www.fldoe.org/asp/ftce>.

33) Are there any study guides for the state tests?

You can purchase study guides to prepare for the three state tests. You can access information regarding the study guides at <http://www.fldoe.org/asp/ftce/ftceguid.asp>. The Department of Continuing Education at the University of West Florida offers preparation courses. Free test preparation sites are also available on the web.

34) When do I know I have completed the TeacherReady® program?

You will have completed the TeacherReady™ program when you have successfully completed all the assignments and field experiences and successfully passed the three state tests. You will need to send your test scores and a copy of your Statement of Eligibility stating you are “eligible” to the TeacherReady® Program Director in order to complete your certification. The Program Director will notify the Florida Department of Education that you have completed the program.

35) How do you notify the Florida Department of Education that I have completed the program?

Once you have completed all your assignments and field experiences and your three tests scores have been received by the TeacherReady® office, we will submit the required forms to the Florida Certification Office for review. It takes approximately 30 days for the state to complete their certification process.

36) Are there tests or quizzes after each of the lessons?

No. There are no tests administered by the TeacherReady® program. The only tests that you will take while enrolled in the program will be the three state certification tests.

37) How do I get a grade?

There are no grades issued to students in the TeacherReady® program. If your financial aid requires a grade for further funding, you will need to contact the Program Director to complete the required paperwork.

38) Do I need to apply to the University of West Florida to participate in this program?

No. You do not need to apply to the University of West Florida to participate in the TeacherReady® program. This program is a continuing education program, and the students are not subject to the same requirements as a traditional student.

39) Do you take VA benefits?

Yes. You will need to contact the VA Office at the University of West Florida in order to start your VA benefits. You can reach this office at tgenton0@uwf.edu.

40) How do I get a mentor teacher?

Once you have been accepted to the TeacherReady® program, you will provide the contact information of your local school district and choice of school and grade level. EducatorReady™ will contact the school district on your behalf to obtain a mentor teacher. You will not need to make these arrangements prior to submitting the information to EducatorReady™.

41) What does the mentor teacher do?

Mentor teachers are there to help our TeacherReady® students through field experience assignments. You will use your mentor teacher's classroom to complete observations and substitutions in the field. These teachers can also direct you to other teachers that you can use for observations and interviews. By having a mentor teacher, you have face-to-face assistance from someone who has first-hand knowledge about being a teacher in your subject area.

42) Do field experiences have to take place in Florida?

No. You will complete your field experiences with a school in your local community. We will work with your local school district to establish the relationship for you.

43) Do you send someone from your office to observe me in the field while I teach?

No. Your mentor teacher will observe your teaching techniques and submit the information our office for review. The forms for this information will be provided to you in Lesson 5.

44) I'm graduating with my Bachelor's degree in a few months. Can I start the TeacherReady program before I graduate?

No. In order to be admitted to the TeacherReady® program, you must have already completed your Bachelor's Degree and submit a transcript showing receipt of a Bachelor's Degree.

45) I have taken education courses at another university. Can I substitute some of the work in the TeacherReady® program with this course work?

No. The instruction of the TeacherReady® program must be taken in its entirety. We are unable to substitute previously completed course work with lessons in the TeacherReady® instruction.

46) How much time a week do I need to devote to the TeacherReady® program?

It is recommended that you devote three to six hours a week to the instructional part of the TeacherReady® program. This allows adequate time to complete the necessary readings and assignments while participating in online discussions. Field experiences will require an additional 2-5 hours a week in your mentor teacher's classroom.

47) When do I start my field experiences?

Field experiences begin in the first lesson of the program by volunteering in a local classroom.

48) How much time does the field experience take? Do I need to be in the classroom every day or every week?

You will spend approximately 150 hours observing, substituting, interviewing, and completing other classroom field experiences. You will spend 2-5 hours per week in your mentor's classroom. You will work with your mentor teacher to establish a time to complete these assignments. The final field experience will be teaching five, full, consecutive days in your mentor's classroom. During this assignment, you will be the teacher of the class for five school days. Your mentor teacher will observe your teaching techniques and provide feedback to the TeacherReady® instructors.

49) Can I take multiple lessons at the same time to finish in less than nine months?

No. Each lesson has a set start and end date. You will not be able to begin a new lesson until the official start date.

50) How long is a professional certification good for?

Professional certifications are valid for five years.

51) How do I renew my professional certification?

In order to renew your professional certification, you will need to complete coursework or complete professional development as directed by your hiring school district.

52) What happens if I move while I am enrolled in the TeacherReady® program?

If you move while you are enrolled in the TeacherReady® program, you will need to resubmit a field placement form with your new school district's information. We will work with your new school district to establish a mentor teacher for you.

53) Is TeacherReady® considered undergraduate or graduate level?

The TeacherReady™ program is a graduate level program.

54) What are the critical need areas in education?

The critical needs areas are math, science, and ESE. More information about the critical needs subject areas can be found at <http://www.fldoe.org/evaluation/teachdata.asp>.

55) What subject areas can I become certified in?

A complete list of subject areas for professional certification by the state of Florida can be found at <http://www.fldoe.org/edcert/subjlist.asp>.

56) Do you help me find a job when I have finished the program?

Most of the students that complete the TeacherReady® program are hired by the school or school district that they work with to complete their field experiences. We will provide any documentation of participation in the program to help you secure a position with a school district. The Florida Department of Education has job fairs posted on their web site at <http://www.teachinflorida.com/Recruitment/JobFairs/tabid/64/Default.aspx>. You can contact the Department of Education in your state for more information about local job fairs.

57) Where do I apply for my Statement of Eligibility?

All students that participate in the TeacherReady® program are required to apply for a Statement of Eligibility through the Florida Department of Education. This information can be found at <http://www.fldoe.org/edcert/step5.asp>.

58) Do you make the arrangements for me to take my three state certification tests?

No. You will need to register for the three state certification tests with the Florida Department of Education. Information about these tests including dates and location can be found at <http://www.fldoe.org/asp/ftce>.

59) Do I need to travel to Florida to take my three state certification tests?

No. The Florida Department of Education has contracted with Pearson Testing Center to offer the certification tests. A list of testing sites is available at http://www.fl.nesinc.com/FL_TestSites.asp. If you are military personnel or a spouse of military personnel, you can contact the Florida Department of Education Troops to Teachers (<http://www.fldoe.org/profdev/troopste.asp>) about making arrangements to take your test on a military base. This option is only available for those individuals who are employed by or retired from the military.

60) Once I have completed the TeacherReady® program, can I transfer the twelve credit hours to another university?

No. EducatorReady™ has an agreement with the University of West Florida to accept twelve credit hours into the Master's of Education Degree through proficiency.

61) What type of Master's Degree can I transfer the twelve credit hours to?

Master's of Education Curriculum and Instruction

62) How do I find out more information about the Master's program?

You should contact Ms. Chasity Manning to obtain more information about the Master's program. She can be reached at 850-474-2870 or cmanning@uwf.edu.

63) Can I specialize in ESOL or Reading as my subject area?

No. These subject areas require additional courses and professional development not offered through the TeacherReady® program.

64) How quickly can I expect a response when I send an e-mail or leave a message about a question I have concerning the program?

You will receive a response to all e-mails or messages within twenty-four hours.

65) What books will I need while I'm taking the program?

This information is provided in the acceptance letter that you will receive when you are admitted to the program.

66) How much does it cost to apply for a Statement of Eligibility?

You will need to pay a \$75.00 application fee when applying for your Statement of Eligibility. If you would like to become certified in more than one subject area, there will be an additional fee per subject area.

67) How much does it cost to take the state certification tests?

The fee for the certification tests are as follows:

- Subject Area Examination is \$200.00
- General Knowledge Test is \$130.00
- Professional Knowledge Test is \$150.00

More information about the price of testing can be found at http://www.fl.nesinc.com/FL_TestFees.asp.

68) How much does it cost for fingerprinting?

Fingerprinting varies with each school district. You will need to contact your local school district to obtain this information.

69) If I've been fingerprinted before, do I have to have my fingerprints processed again?

If you have been fingerprinted by the school district that you will be completing your field experiences in, you will not need to be fingerprinted again, but documentation that fingerprinting was done must be submitted to the TeacherReady® office. If you have been fingerprinted for any other reasons, you will need to be fingerprinted by your local school district.

70) Can I make payments for my TeacherReady™ courses by credit card?

Yes. You can use the eStore at estore.educatorready.com to make your credit card payments online. We accept Visa, Master Card, and American Express; we do not accept Discover cards.

71) I have one e-mail that I use at work and one e-mail I use at home. Can I use both e-mail accounts while I'm in the program?

We are only able to use one e-mail account per student for the TeacherReady® program. You will need to identify the primary e-mail account you would like to use for your TeacherReady® courses.

72) What topics of material are covered by the TeacherReady® program?

Each lesson covers a different topic needed to pass the Professional Knowledge Exam. These topics include classroom management; ethics; communication with other teachers, staff, students, and parents; public policy; social problems; culture; instructional transformation; adapting instruction; learning theory; assessment; formative assessment; testing; lesson plans; reading; and math.

73) How many field experiences are associated with each lesson?

The number of field experiences varies according to the lesson topic. Some lessons have as little as two field experiences. Other lessons may have nine field experiences. We recommend that you review the field experiences at the beginning of each lesson. This will allow you and your mentor teacher to schedule the appropriate times needed to complete these assignments.

74) How do I order my books needed for the TeacherReady® program?

This information will be provided in the acceptance letter that will be sent after your application has been approved.