



PINELLAS COUNTY SCHOOLS  
**PROFESSIONAL DEVELOPMENT CERTIFICATION PROGRAM TRANSITION TO TEACHING**  
**LETTER OF INTENT**

My signature below confirms my intention to participate in one of the following programs in order to meet the educational requirements for a Professional Teaching Certificate or District Certificate. I may also complete the required courses through a university/college and will contact Pamela Kasardo at *transitiontoteaching@pcsb.org* to declare that choice.

- There will be a \$1,600.00 non-refundable participant enrollment fee. The fee can be paid in full at the start of the program or through payroll deduction of 20 consecutive pays of \$80 each
- You will be provided with a mentor and course work to help you successfully meet the requirements of the program

Please select **one of the following choices** regarding state or district certification:

**STATE Certification - TTT Program**

I am an educator who holds an overall 2.5 college GPA and a three year temporary **STATE** certificate and who will meet the following criteria prior to program completion:

- A. Take and PASS three exams through [www.fl.nesinc.com](http://www.fl.nesinc.com) :
1. General Knowledge Test (GK) (as required by the state)
  2. Florida Subject Area Exam (SAE) (as required by the state)
  3. Florida Professional Education Exam (PEd) (as required by the state)
- B. Successfully complete all district course work that includes required seat time and demonstration of each module task for certification (including PCS ESOL and reading courses).
- C. Attain confirmation of mastery of the Educator Accomplished Practices by the site administrator.
- D. Maintain an electronic portfolio of required documentation as evidence in demonstrating competency.
- E. Attend Embrace Pinellas or Survival Skills Training.

**DISTRICT Certification - TTT Program**

I am an educator who holds a three year temporary **DISTRICT** certificate. The following criteria will apply with either option chosen.

- A. Take and PASS:
1. Each of the three sections of the TABE (Test of Adult Basic Education) Level A, at one grade level higher than the student exit level requirement established for the program being taught within one year of hire. Applicants with an Associate's degree or higher, who have received passing scores on the GK (General Knowledge) exam are exempt from the TABE requirement.
  2. The appropriate industry certification for the teaching assignment within one calendar year from hire date.
- B. Successfully complete all district course work that includes required seat time and demonstration of each module task for certification (including PCS ESOL and reading courses).
- C. Attain confirmation of mastery of the Educator Accomplished Practices by the site administrator.
- D. Maintain an electronic portfolio of required documentation as evidence in demonstrating competency.
- E. Attend Embrace Pinellas or Survival Skills Training.

Upon completion of all the above you will be eligible to apply for a Florida Professional Educator's Certificate **OR** a Pinellas County School District Educator's Certificate.

**College - non TTT**

**Other - non TTT**

I have read and understand my responsibilities in obtaining a Professional Teaching Certificate.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Prior Occupation

\_\_\_\_\_  
Subject/grade

\_\_\_\_\_  
Current Teaching Site

**Please submit a copy of this form electronically to Pamela Kasardo [transitiontoteaching@pcsb.org](mailto:transitiontoteaching@pcsb.org) in Professional Development, Administration Building. Keep an electronic copy of this form for your final TTT e-portfolio.**