

**Professional Development Institute Application Procedure
2007-2008**

**Florida Department of Education
Division of Workforce Education
Central Florida Community College**

1. The Local Education Agency (LEA) will mail in **one envelope** three documents : the completed Teacher Application , Teacher-LEA Memorandum of Understanding and the LEA-Central Florida Community College (CFCC) Memorandum of Understanding to:

Attn: Sally Kiser
FACTE
1220 N. Paul Russell Rd.
Tallahassee, FL 32301

2. The documents will be reviewed by Sally Kiser. The following prioritized issues will be considered in the review process:
 1. Academy teachers
 2. Other secondary programs
 3. Length of training
 4. Cost of training/testing
 5. Enrollments in the program
 6. Nontraditional programs
 7. Locally high wage/high skill
3. CFCC will issue the teacher a Letter of Acceptance into the Professional Development Institute and copy the LEA.
4. The teacher will proceed to prepare and earn the agreed upon industry certification.
5. The teacher will return a signed Validation form and provide confirmation of earned certification to:

Attn: Sally Kiser
FACTE
1220 N. Paul Russell Rd.
Tallahassee, FL 32301

6. Upon receipt of the Validation form **AND** confirmation of earned certification from the teacher, CFCC will reimburse the district or teacher the amount identified in the Acceptance letter.
7. CFCC will notify the LEA of the teacher's attainment of certification.

DEADLINE FOR APPLICATION PACKET TO BE POSTMARKED
IS
FRIDAY, MAY 24, 2008.