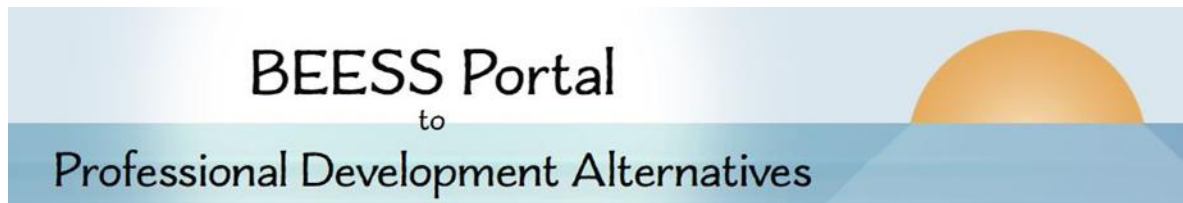**BEESS Portal to Professional Development Alternatives (PDA) Courses**
2022-2023 Frequently Asked Questions for Facilitated Courses

The BEESS Portal to Professional Development Alternatives (PDA) is a partnership between the Florida Department of Education (FDOE) Bureau of Exceptional Education and Student Services (BEESS) and the Bureau of Educator Certification. Available to Florida educators since 2003, the courses are funded by the FDOE BEESS. Courses are coordinated by the Florida Diagnostic and Learning Resources System (FDLRS) Administration Project and the eighteen FDLRS Network Associate Centers, FDOE BEESS' discretionary projects, in collaboration with the Florida Center for Interactive Media (FCIM) at FSU.

Index of Facilitated Courses	
60 in-service credits	· Assessment & Evaluation · Foundations of Exceptional Student Education · Instructional Practices · PBS: Understanding Student Behavior · Components of Secondary Transition · Differentiating Reading Instruction (*May provide credit for Competency 4 of the FL Reading Endorsement*
40 in-service credits	· Exploring Structured Literacy
30 in-service credits	· Differentiating Mathematics Instruction · Differentiating Science Instruction
20 in-service credits	· Engaging Learners through Informative Assessment · Introduction to Assistive Technology · Introduction to Differentiating Instruction · Technology for the Diverse Classroom · Technology to Support Reading Comprehension
5-10 in-service credits	· Matrix of Services · Surrogate Parent

1. What is BEESS Portal to Professional Development Alternatives (PDA)?
Professional Development Alternatives (PDA) online courses are designed to assist educators in becoming more proficient in responding to the various instructional and behavioral needs of individual learners to maximize the achievement of all students. The BEESS Portal contains the PDA facilitated courses and Independent Study courses.

2. What are the characteristics of the PDA Facilitated Courses?
The BEESS Portal offers both facilitated courses and independent study courses. Both types of courses share the following characteristics:
- Available statewide
- Free to Florida educators
- Resources and content are reviewed quarterly and updated annually by expert writers
- High-quality online content and a variety of learning activities for self-paced study
- Classroom-related assessment tasks
- Consistent, user-friendly format and organization

3. What are the requirements of a PDA facilitated course?
The requirements of facilitated PDA Courses vary depending on the course; however, with all facilitated courses participants will:
- Engage in orientation and additional face-to-face or virtual group meetings.
- Study course content and access current external links to information.
- Complete assessment tasks including quizzes, discussion boards, and dropbox assignments.

4. Where can I learn more about the content of the PDA facilitated courses?
Facilitated course descriptions are available at the PDA website www.fl-pda.org. On the left of the page, select: Course Catalog

5. Who can participate in the PDA facilitated courses?
The PDA facilitated courses have been developed for educators currently employed in education in the state of Florida; however, if not currently employed in education in Florida and seeking in-service credits for recertification, PDA courses may be taken if certain criteria are met. Read numbers fifteen through eighteen of this document for more information about in-service credit.

6. If I am outside of the United States, may I participate in a PDA facilitated course?
Educators who are living outside the United States are permitted to participate in any of the PDA facilitated courses if they are able to access it through the BEESS Portal to PDA website.

7. I have never taken an online course. How will I know what to do?
A face-to-face or in a virtual orientation prior to starting the course for all facilitated PDA courses. Your FDLRS PDA Coordinator and Facilitator will provide you with information prior to orientation. During orientation for facilitated courses the following occurs:
- Meet the FDLRS PDA Facilitator
- Learn more about PDA and D2L (PDA learning management system)
- Receive a username, password, and course syllabus
- Learn to navigate the course and expectations

8. Do I need to take all PDA facilitated courses, and do I need to take the courses in a particular order?
It is not necessary to take courses in a particular order. Additionally, participants may choose the courses meeting their needs.

9. Can I participate in a PDA facilitated course if I am not currently working with students?
It is best to talk to the course facilitator to discuss how to proceed. The facilitator may have options to successfully complete the course.
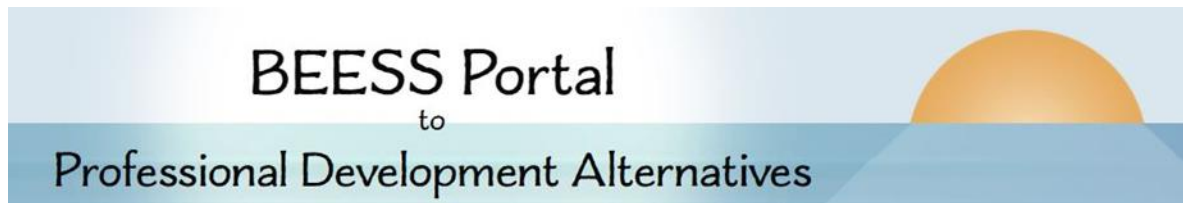
10.   Are PDA facilitated courses offered year around?
PDA facilitated courses are offered on an ongoing basis both at a local level and with statewide registration from July - May. If applicable, FDLRS PDA Coordinators will report in-service credits to the school districts in their service region to meet the June 30 recertification deadline.

11.   Can I earn partial credit for PDA facilitated courses?
No partial credit is awarded for any facilitated PDA course. All course requirements must be completed, to earn in-service credits.

12.   How do I register for a PDA facilitated course?
Facilitated courses are offered with statewide registration and are also offered by the local FDLRS centers.
   ➔ **Facilitated Courses Offered Locally:** Contact the local FDLRS PDA Coordinator for course availability, scheduling, registration, and district in-service credit information. Coordinator contact information is available at www.fl-pda.org.
   ➔ **Facilitated Courses Offered Statewide:** Go to www.fl-pda.org and select the Statewide Registration banner

13. How long do I have to complete a PDA facilitated course? How many hours will I spend on a course?
The typical number of in-service credits indicates the approximate number of hours spent working on PDA facilitated course. Since participant background knowledge, study habits, and experience varies, it is difficult to determine the length of time individuals require to thoroughly study the content and complete assessment tasks. Facilitated courses are scheduled with beginning and end dates and a course syllabus is provided to assist with time management.

14. What happens if I need to drop a PDA facilitated course after I have enrolled? What happens if I fall behind with course requirements?
During a PDA facilitated course, it is required to follow the course syllabus and due dates. At the midpoint of the course, it is also expected for participants to have all requirements complete. If coursework is not current at the midpoint, the PDA Facilitator or Coordinator may suggest to re-register for the course at a different time.
If unable to meet the expectations, contact the PDA Facilitator immediately. If enrollment is cancelled, a record of completed work will be on file for approximately one year. Upon re-enrollment, finished and passed work is not required to complete.

15. How do I know how many in-service credits I need to recertify?
All questions regarding individual certification or recertification should be directed to the local personnel/certification department or to the Florida Department of Education Certification office http://www.fldoe.org/teaching/certification/index.stml. It is critical to get the information specifically related to the certification situations. FDLRS PDA Coordinators can answer questions regarding credit for FDLRS professional development. FDLRS staff are not certification specialists.

BEESS Portal to Professional Development Alternatives (PDA) Courses

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16. **How can I get in-service credits recorded with the Florida Department of Education (FDOE)?**
   ➔ **For current, active educators:** FDLRS does not report in-service credits directly to FDOE. In-service credits are reported to FDOE by a school district or private school agency with an approved Professional Learning Catalog (PLC) or its equivalent. Your local FDLRS PDA coordinator will report course completers to the appropriate school districts in their service region. Verification of completion will be sent to private school agencies upon request. Districts or private school agencies also have the option of requiring additional follow-up activities to award in-service credits.
   ➔ **For educators not currently working in the field of education:** FDLRS does not report in-service credits directly to FDOE. Inservice Credits are reported to FDOE by a school district or private school agency with an approved PLC or its equivalent. It is the responsibility of the participant, prior to starting the course, to verify the former school district or private school agency can submit in-service credits to FDOE. If the district or agency is unable to assist, it may be necessary to take university credit for recertification.

17. **Do ALL PDA courses satisfy the content requirement for teaching students with disabilities?**
Many of the PDA facilitated courses support the recertification requirement of 20 hours in teaching students with disabilities. However, each school district or private school agency determines which courses satisfy the content requirement for their employees. Participants should check with their district or local FDLRS PDA Coordinator to inquire about each PDA course.

Any additional questions can be directed to the PDA Management Team at
PDAQuestions@gmail.com or contact your local PDA Coordinator