

## Out-of-Field (OOF) Process

### Charter Schools

Florida Administrative Code 6A-1.0503 *Definition of Qualified Instructional Personnel*, section (4)(a) allows each charter school governing board to grant approval to teachers teaching out-of-field at the charter schools they preside over after determination that a teacher with appropriate certificate coverage is not available.

### Determination of OOF

In preparation for the out-of-field process, you need to be familiar with the **Florida Course Code Directory (CCD)**. The CCD is revised each school year and updated as needed during each school year by the Florida Department of Education (FLDOE). The CCD contains a list of Florida course code numbers with acceptable certification and you can review certification requirements for each course at <https://www.fldoe.org/policy/articulation/ccd/index.shtml>.

You will be using the CCD and the course codes assigned to teacher to: (1) determine if a teacher is assigned as OOF and (2) determine if the teacher is appropriately certified for the specific student population/student characteristic(s) they are teaching (e.g. Gifted, ESOL, Speech Language Impaired).

- Once you have compared your teachers' certification with the acceptable certification(s) listed in the CCD for each course you have assigned them, you can determine which teachers are assigned OOF. It is strongly suggested that you complete an **Out-of-Field Agreement Form** for each teacher OOF. This form is available under Guide to Help Out-of-Field Educators at <https://www.browardschools.com/bcps-departments/human-resources/certification/charter-schools>.
- A **single Out-of-Field Agreement Form** should be completed for each teacher determined to be assigned OOF and list all their OOF course(s) and/or student characteristic(s). Be sure to list the OOF course code number(s) as they are shown in the Florida CCD and list the student characteristics as shown on Exhibit 2.

- **Out-of-Field Agreement Forms** being completed should show only the OOF course code number(s) and student characteristic(s) the teacher is OOF and for which you are seeking approval from your Charter School Governing Board. Do not indicate every course code number the teacher is assigned, if not related to the OOF placement.
- Indicate a reason for the out-of-field placement in the 'justification' field. No justification needed for OOF placements of ESOL, Gifted or Reading as these are anticipated shortage subject areas. However, a particular subject area could be a concern due to the challenges of finding qualified candidates.

### **Reasons for OOF Justification**

- Co-teaching/class size reduction; paired with appropriately certified teacher and experienced teacher.
  - Experienced in the subject(s) and not appropriately certified.
  - No other certified teacher available in this area(s).
  - Inclusion of ESE students taking the FCAT into regular education courses.
  - The program uses a 'one room' schoolhouse model. Students may be with one teacher for multiple subjects and grade levels and not possible to be certified in all areas.
  - Teaching this course requires ESOL Endorsement in addition to base certificate in English.
  - Teaching a class of all gifted-identified students.
  - Teaching a class of all intellectually disabled identified students.
  - Teaching a class of all deaf or hard of hearing identified students.
  - Working on requirements for reading endorsement in conjunction with Just Read, Florida initiative.
- If a teacher is submitted as out-of-field for ESOL only, do not indicate course code number(s) on the **Out-of-Field Agreement Form**. Remember ESOL is a student characteristic, not an actual course. Additionally, only teachers teaching the primary English/Language Arts and/or Reading class to ESOL identified student without ESOL certification require approval to teach OOF for ESOL.

- Prior to submitting the **Out-of-Field Agreement Form** for a teacher, you must ensure that the teacher holds a valid FLDOE certificate or Status Statement of Eligibility indicating 'eligible' for a certificate. If waiting for certificate issuance, be sure to email a Certificate Issuance Request Form with required items outlined on the request form to certificationrequests@ browardschools.com.
- Review all new hire teachers teaching assignments to ensure they hold/are eligible for a certificate appropriate to all assignments. If a teacher is hired OOF, counsel the teacher at hire or at the time of OOF placement regarding their OOF training requirements.

### **Submission of OOF Agreement**

**Out-of-Field Agreement Form** submissions must be submitted before FTE survey 2 (before the 1<sup>st</sup> week in October) and survey 3 (before the 1<sup>st</sup> week in February) for each school year and must include the teacher's name, the subject area(s) on their FLDOE educator's certificate or Status Statement of Eligibility if awaiting certificate issuance, and the out-of-field area(s) for which they are being Board approved. It is suggested that each charter school's Charter School Governing Board set a deadline date by which their respective charter school(s) submit the **Out-of-Field Agreement Forms** for review.

### **Approval of OOF Placement**

When reviewing **Out-of-Field Agreement Forms** for approval, it is suggested that the Charter School Governing Board follow these review points:

- Review the justification for every OOF placement in a core subject area. Note that OOF placements for a core subject area means that the teacher placed OOF must get in compliance by passing the appropriate Florida Subject Area Exam (SAE) and adding this subject area to FLDOE certificate or completing six (6) college credits in the subject by every April of each school year to remain in compliance with OOF Agreement.
- A particular subject area could be a concern due to the challenges of finding qualified candidates and this should be indicated in the justification section of **Out-of-Field Agreement Form** and should be discussed with the charter school principal.

- Following the Charter School Governing Board's approval of the OOF teacher placements, minutes from the meeting should be sent to the district Department of Charter School Management and Support. The minutes should include the name of all teachers Board approved, the subject area(s) shown on their FLDOE educator's certificate, and the out-of-field area(s) for which they were Board approved.

### **Compliance Monitoring OOF Training**

OOF training progress must be tracked to ensure compliance to state-mandated training requirements. It is strongly suggested that you utilize a tracking tool (e.g. Excel, FileMaker Database) to monitor teachers' progress. Training requirements are outlined in the Florida Administrative Code 6A-1.0503 Definition of Qualified Instructional Personnel, section (3).

Teachers who are not compliant with state-mandated OOF training are not to be placed OOF for the same OOF assignment or any other OOF assignment in the future until the teacher is fully compliant.

### **Compliance Monitoring: FTE Audits**

It is your responsibility to maintain records for **Out-of-Field Agreement Forms** sent and approved by the Charter School Governing Board. It is recommended they be kept in the school's FTE audit file or another designated location for this purpose along with copies of teacher certificates and evidence of OOF training progress of all OOF teachers at your charter school location. To prevent loss of funds during an FLDOE audit, remember the following:

- OOF approval should be obtained from the Charter School Governing Board prior to the October and February FTE survey periods.
- Parents or guardians must be notified in writing of the out-of-field status of their child's teacher. Notifications via the computer or any other electronic means are not acceptable. If notified by letter or school newsletter, the newsletter must be dated.
- Notices to parents or guardians must be dated and include the teacher's name and the out-of-field subject(s) they are teaching.
- Announcements **must be sent** out prior to FTE survey (F.S. 1012.42) and may be by school newsletter or direct letter to the parent or guardian; however, these notices must be dated.

## District Monitoring

The district Department of Charter Schools Management and Support will continue to monitor OOF reporting and training compliance during charter school visits and review the Charter School Governing Board minutes to ensure appropriate approval for out-of-field teacher placement has been made.

### Exhibit 1

## Out-of-Field Agreement - Charter Schools

### Section I

Loc#	<input type="text"/>	Loc Name	<input type="text"/>	Date	<input type="text"/>
Last Name	<input type="text"/>	First Name	<input type="text"/>	SSN	<input type="text"/>

### Section II

<b>I recommend the above employee to teach:</b>	
Course Code Numbers	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Course Title	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Justification for Out-of-Field Subjects: (Not needed for out-of-field placement in ESOL, Gifted, or Reading)	
<input type="text"/>	
Out of Field For Student Characteristic(s)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
NOTE: The only ESOL submitted on an Out-of-Field Agreement is Category I.	Verify acceptable certification(s) for assigned courses by reviewing the Florida Course Code Directory (CCD) at: <a href="https://www.fldoe.org/policy/articulation/ccd/">https://www.fldoe.org/policy/articulation/ccd/</a> prior to submitting an Out-Of-Field Agreement.
Out-of-Filed Date	<input type="text"/>
Current Area(s) of Certification	<input type="text"/>
Attach a copy of the teacher's Florida Department of Education certificate or Statement of Status of Eligibility to this form.	

### Section III

If I am out-of-field for ESOL, I agree to complete my ESOL training according to the Multicultural Education Training Agreement (META) timeline and add esol endorsement if completing the required 5 courses outlined under ESOL Category 1.

If I am out-of-field for Gifted or Reading, I agree to complete six (6) semester hours of college credit or 120 in-service points in the out-of-field area by April of each school year until the 5 required courses are completed and the endorsement is added to FLDOE certificate.

If I am out-of-field in any other area(s), I agree to pass the appropriate FL Subject Area Exam by April of the school year in which identified as out-of-field for assignment.

<input type="text"/>	<input type="text"/>
Teacher's Signature	Date

I have verified that the above teacher holds a valid Florida Department of Education certificate and have attached a copy of the certificate to this Agreement prior to submission for the Charter School Governing Board representative's signature. I also understand that the principal must monitor the teacher's out-of-field training progress to ensure the teacher is within state-mandated out-of-field training requirements.

<input type="text"/>	<input type="text"/>
Principal's Signature	Date

### Section IV

Approval	
<input type="text"/>	<input type="text"/>
Charter School Governing Board Representative	Date

Form# Revised 1/14/2026

## Exhibit 2

<b>Student Characteristic</b>	<b>Description</b>
A	Educable Mentally Handicapped
B	Trainable Mentally Handicapped
C	Orthopedically Impaired
D	Occupational Therapy
E	Physical Therapy
F	Speech Impaired
G	Language Impaired
H	Deaf or Hard of Hearing
I	Visually Impaired
J	Emotional/Behavioral Disability
K	Specific Learning Disability
L	Gifted
LY1	ESOL (Category 1)
M	Hospital/Homebound
N	Profound Mentally Handicapped
O	Dual-Sensory Impaired
P	Autism Spectrum Disorder
Q	Severely Emotionally Disturbed
S	Traumatic Brain Injured
T	Developmentally Delayed
U	Established Conditions
V	Other Health Impaired
W	Intellectual Disability