BROWARD COUNTY PUBLIC SCHOOLS
EDUCATIONAL SUPPORT PROFESSIONALS COLLEGE CREDIT INCENTIVE PROGRAM
APPLICATION INSTRUCTIONS

Print and read these instructions in their entirety before completing your application.

All College Credit Incentive Program applications are to be completed using the ESP College Credit Incentive Application. Once a copy is electronically submitted to **ESP College Credit Incentive Dropbox** at ESPCollegeCreditIncentiveDropbox@browardschools.com, the original hard copy applications with supporting documentations (such as official transcripts) **MUST** also be submitted and **due no later than 4:00 pm on Thursday, July 30, 2026** (District offices observing 4-day work-week) to:

ESP College Credit Incentive Program
HR Operations – KCW 3rd Floor
600 SE 3rd Ave,
Fort Lauderdale, FL 33301

Note: You will need to provide an official transcript. Please have your institution send you the official transcript so you know if and when it was received. You may then submit it along with your application.

Only courses that you completed while classified as an Education Support Professional (ESP) employee of Broward County Public Schools (BCPS) in SAP will be considered for this Program.

Step 1: Technology Requirements

The Application is available in the dedicated College Credit Incentive For Eligible ESP web page for download. For your convenience, the application has been set up to allow you to type into it, if you wish, once downloaded and saved to your desktop.

You will need Adobe Reader, available here: https://get.adobe.com/reader/ to complete this process.

Step 2: Documentation required for Courses

Please have your documents and course details readily available prior to opening and attempting to complete the application.

Certificates:

- Community/Vocational schools / CEU's: The certificate with the number of session hours or CEU's and course dates. If the hours are not listed on the certificate, then a description with the number of hours in session must be included with your application.

College Courses:

- Your official college transcript and the description of the degree program that lists the *required* courses for the degree must be included with your application. **Remember, an official transcript is required.**
- Must earn a minimum of nine (9) semester hours between July 1st and June 30th of the 2025-2026 school year. The semester hours shall be related to the field of education and shall be courses which benefit the interests of the school system AND receive a grade of C or higher in their approved undergraduate courses and a grade of B in approved graduate courses.

- A Stipend of up to $100 may be provided to ESPs who successfully complete at least one education related vocational course. Only courses taken at an accredited institution may be used.
- On your transcript, please mark or highlight the course(s) you are using toward the application.
- On your degree program description, please mark or highlight the required course(s) you are using toward your application.

Step 3. Access the Application Database and the Opener

The application has been included with your invitation email. A copy can also be downloaded from the dedicated College Credit Incentive For Eligible ESP web page.

1. Save the application to your desktop.

2. Click on the icon of the saved document to open the application.

Step 4. Complete - Section 1 Applicant Information

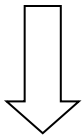
Section 1 (Applicant Information)

Name (Please Print):		**Position/Title:**	**Personnel #:**
Location Name:	**Location Number:**	**Home/ Cell Phone#:**	**Work Phone#:**
Administrator Name:		**Administrator Position / Title:**	
College / University / Institution Name:	**Area/Type Of Degree Being Pursued:**		
Anticipated Degree Award / Graduation Date:	**What Position(s) Are You Interested In Pursuing Upon Completion?**		
Number of years in BTU-ESP Bargaining Unit:	*Education Support Professionals (ESPs) who have completed three (3) years of service in a BTU-ESP bargaining unit position are eligible to apply.*		

1. Please complete all fields in Section 1 of the application. *Incomplete applications or those with fields left blank may result in denial or delayed processing.*
    a. If you are unable to complete a field, please make a handwritten note on the printed copy of the application before submitting the application to the Application Dropbox.

2. For the name of your administrator, enter your most recent administrator, (the name of the individual who you would normally report to).

3. Do not enter anything in the section titled "OFFICE OF HUMAN RESOURCES & EQUITY USE ONLY."



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Step 5. Complete - Section 2 Adding External Courses

*Courses added will need to have the appropriate supporting documentation accompanying the application.

1. Type or write in the information for each course. *Incomplete Applications or those with fields left blank may result in denial or delayed processing.*

Section 2 (Course Information)

Course Prefix and Number		Course Title	University / College	Course Start Date	Course Completion Date	Semester Hours	Semester Grade
					Total Hours		

2. For multiple college courses and or certificates, please ensure you type / write in **all course information** in each field.

3. Complete the remaining fields where appropriate.

4. Start and End dates must be within the July 1, 2025 and June 30, 2026.

5. Don't forget to save your application before you exit in the event you need to return to your application at a later time.

Step 6. Signing and Submitting your Electronic Application

1. Print a copy of your completed application.

2. Retrieve your printed application, **sign and date it** as indicated in Section 3.

Section 3 (Signatures)

Signature of Applicant:	Date:	Approved for Payment by: (HR Representative Authorization)	Date:

3. Scan the signed application and all required supporting documents into one (1) PDF document.
   a. The application and supporting documents should be scanned in portrait mode and in proper order.
      An unofficial transcript may be scanned and used in the event an official one is not currently available while you are waiting for it to be sent to you or in the event you do not have it by the established application deadline date.
   b. Your application must be the first document, followed by all other applicable documents.
   c. Title your PDF document with your last name, first initial, year and program title **(ex. JohnsonM2026ESPIncentiveApplication.pdf).**

4. Using your BCPS Office 365 email, email your completed application as an attachment to: **ESP College Credit Incentive Dropbox** (***espcollegecreditincentivedropbox@browardschools.com***.
    a. Email subject line must include: **your last name and first initial 2026 ESP Incentive Application** (ex. JohnsonM 2026 ESP Incentive Application).
    b. You will receive an automatic reply confirming that your email has been received. If you do not receive an automatic email response, check the email address and submit it again.

Your application may be denied or returned if it is missing your signature, missing supporting documentation or if the PDF document is not readable.

Step 7. Hard Copy Submission and Application Deadline

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- Applications submitted after the deadline of 4:00 pm, **Thursday, July 30, 2026** (District offices observing 4-day work-week) to: **will not** be considered.
- Applicants will be notified via email of the status of their application.
- Please keep a copy for your records.

NOTICE: *Any person who knowingly and with intent to defraud or deceive who submits an application is subject to disciplinary action and may be guilty of a felony in the third degree.*