

FLORIDA'S  
**PERSONNEL DEVELOPMENT**  
SUPPORTING STUDENTS WITH DISABILITIES

**ESE Reading Endorsement Tuition Support Program**  
**Description and Application Process**

The purpose of the ESE Tuition Support Program is to provide financial assistance to add the reading endorsement for exceptional student education (ESE) teachers who need the endorsement for their teaching assignments. The program provides up to \$1,400 per course for tuition support. This Tuition Support opportunity is through a grant awarded to Florida International University from the Florida Department of Education, Bureau of Exceptional Student Education under the Individuals with Disabilities Education Act, Part B. The Principal Investigator is Dr. Patricia Barbetta, and the Co-Principal Investigator is Melanie Morales.

To be accepted into this program, the applicant must:

- have a Florida Educator Certificate in any Exceptional Student Education area,
- be currently employed in a Florida public school,
- be prepared to enroll and register in a college or university, and
- have received their Statement of Eligibility from FLDOE specifically for the reading endorsement requirements\*\*.

Upon completion of the program, recipients must add the appropriate endorsement to their professional certificate and agree to teach students in a Florida public school for a minimum of one year.

Application Process for Tuition Support

1. Submit the completed *Application, Statement of Eligibility, Verification of Employment* form signed by your current school administrator, and the *Service Obligation Agreement* to the Project Director via email to [esesupport@fiu.edu](mailto:esesupport@fiu.edu).
2. Applications will be reviewed, and eligibility for tuition support will be determined. Notification of acceptance will be sent to participants via email. Applications are accepted year-round.
3. Applicants must complete all coursework within consecutive semesters. Participants will be ineligible for continued tuition support if they are inactive for more than one semester. Also, participants will be required to pay back all tuition paid to date if they do not complete the course requirements, service obligation, and add the endorsement to their professional certificate.
4. Acceptance into the program is valid for one year, starting with the semester indicated on the application. If the participant does not start that semester, a new application will be required for subsequent semesters.
5. Upon completion of the coursework and proof of the reading endorsement added, participants will be receive a stipend of \$75.00 for the FLDOE Statement of Eligibility.

Additional program information can be viewed at <http://florida-ese.org/tuition-support>.

**Please scan your application and send it via email to [esesupport@fiu.edu](mailto:esesupport@fiu.edu)**

\*\*Note: Certification requirements are subject to change! You must apply for the additional subject before you begin completing the requirements. To ensure that you complete the required steps to add the subject to your certificate, the Bureau of Educator Certification will provide you with a Statement of Status of Eligibility that officially outlines the requirements you need to complete for that subject. The Bureau can only guarantee your path to eligibility for the subject once your application form has been received and completed.

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**Application**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Maiden Name or Previous Name (if applicable): \_\_\_\_\_

Race/Gender: \_\_\_\_\_ / \_\_\_\_\_ Florida Educator Certificate Number: \_\_\_\_\_

Areas of certification listed on Florida Educator Certificate: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_ Alternate E-Mail Address: \_\_\_\_\_

School Name: \_\_\_\_\_ District Name: \_\_\_\_\_

Current Teaching Assignment: \_\_\_\_\_

Name of university you plan to attend for endorsement courses: \_\_\_\_\_

Semester you plan to start: \_\_\_\_\_ Have you been admitted? \_\_\_\_\_

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Check the items below that apply and provide the requested information.

- I have received my Statement of Eligibility from FLDOE – REQUIREMENT for processing of application.
- I have taken or are currently enrolled in courses for the endorsement. Names of courses enrolled/completed, name of university/college where courses enrolled/completed, and student number:

\_\_\_\_\_  
\_\_\_\_\_

- I need to add the reading endorsement to my Florida Educator Certificate for my teaching assignment.
- I currently hold a temporary certificate in Exceptional Student Education K-12.

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My typed name below indicates that I have read and understand the Program Description and Requirements for the ESE Tuition Support Program and that the information provided above is correct and accurate.

\_\_\_\_\_  
Typed Signature of Applicant

\_\_\_\_\_  
Date

*\*\*If your application is incomplete, it will not be processed for consideration*

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**Verification of Employment**

The purpose of the ESE Tuition Support Program is to provide financial assistance to add the reading endorsement for exceptional student education (ESE) teachers who need the endorsement for their teaching assignments.

To be accepted into this program, the applicant must have a Florida Educator Certificate in Exceptional Student Education, be currently employed in a Florida public school, and have received their Statement of Eligibility from FLDOE. Program recipients must agree to teach students in a Florida public school for a minimum of one year AND add the appropriate endorsement to their professional certificate.

Please email Melanie Morales, Project Director, at [esesupport@fiu.edu](mailto:esesupport@fiu.edu) if you have questions.

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TO BE COMPLETED BY PRINCIPAL:

I verify that \_\_\_\_\_ is employed in \_\_\_\_\_.  
*Name of Applicant* *Name of School District*

- The applicant currently needs the reading endorsement for their current teaching assignment.

\_\_\_\_\_  
Typed Signature of School Principal

\_\_\_\_\_  
Date

\*The names of all the program participants in your school district will be provided to the district exceptional student education director(s).

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**Service Obligation Agreement**

Name: \_\_\_\_\_ District: \_\_\_\_\_

The purpose of the ESE Tuition Support Program is to provide financial assistance to add the reading endorsement for exceptional student education (ESE) teachers who need the endorsement for their teaching assignments.

By accepting the financial assistance provided by this program, you agree to:

1. Register each semester per the timeframes provided by your college or university. This program will not reimburse for late registration payments or charges.
2. Pay all tuition costs and fees that exceed \$1,400 by the deadline set by the university you are attending.
3. Provide updated contact information and respond to all correspondence in the required time frame.
4. If necessary, withdraw from the course before the drop/add date at the university you are attending to avoid financial penalties.
5. If you withdraw from the course after tuition support has been guaranteed or processed, you have two alternatives:
  - a. You may be required to pay back **all** tuition paid to date, not just the class you dropped, or
  - b. You can re-take the course at your own expense. Once you have completed the course successfully with a grade of C or better, you will be eligible for continued support pending grant fund availability. You must provide proof of a passing grade.
6. Earn at least a C in all courses. If you earn a grade lower than a C, you have two alternatives:
  - a. You are required to pay back **all** tuition paid to date, not just the class you earned lower than a C; or
  - b. You can re-take the course at your own expense. Once you have completed the course successfully with a grade of C or better, you may be eligible for continued support pending grant fund availability. You must provide proof of a passing grade.
7. If (for a valid reason) you receive a grade of Incomplete for the semester in which you received tuition support, continued tuition support will be discussed on a case-by-case basis.
8. Report your final grade to the Project Director at the end of each semester.
9. Complete all required coursework in consecutive semesters.
10. Re-submit an application if you do not start coursework in the semester in which you were approved.
11. Participate in project evaluation activities.
12. Funding each semester is subject to availability.
13. The amount of financial assistance will be reported to the financial aid department at your university or college.

Upon completion of the program, you agree to:

1. Notify the Project Director that you have completed required coursework and that you will no longer seek tuition support.
2. Provide your current address, telephone number, and email to the Project Director for project evaluation activities.
3. Apply for and send proof that the reading endorsement has been added to your Florida Professional Educator's Certificate by providing a copy to the Project Director.
4. Provide the *Verification of Employment* form to the Project Director.
5. Teach students in a Florida public school for a minimum of one year. You will have up to three years to begin to fulfill your service obligation. If you decide not to teach in a Florida public school, you may be required to pay back the funds.

I have read and accept the terms outlined above.

\_\_\_\_\_

Typed Signature of Applicant

\_\_\_\_\_

Date