

**Highly Qualified Exam Preparation:** This project will prepare special education teachers in Monroe County to participate and pass the subject area exams (Elem Ed, MSIC, or Content Specific SAE) necessary to be highly qualified.

***Project Activities:***

- Identify ESE teachers participating in Monroe County that need to meet highly qualified requirements.
- Determine appropriate certification exam necessary to become highly qualified based on the instructional level of the students (e.g. Elementary Education SAE, Middle Schools Integrated Curriculum SAE, or Content Area SAE)
- Group teachers based on certification exam needs and physical location.
- Schedule face-to-face trainings and tutoring sessions with experienced, knowledgeable teachers to cover appropriate content.
- Teachers will register for appropriate certification exam on offered administration dates.
- Upon proof of passing the appropriate certification exam, participants will be reimbursed for test fees and travel expenses necessary to complete exam. Due to the testing locations, travel and overnight stay prior to the exam will be required for some teachers.
- If participant does not pass the exam, additional training sessions will be implemented so that the teacher can participate in a later test administration.
- Participants must provide documentation of registration for test(s).
- Participants must provide documentation of test results.

**TUTOR RESPONSIBILITIES:**

1. Tutors are expected to spend 10-15 instructional hours per tutee.
2. Tutor should review practice exams.
3. Administer practice exam to teacher tutee to determine competencies that need support.
4. Develop appropriate curriculum based on competencies in practice exam.
5. Develop schedule for tutoring sessions.
6. Document all tutoring sessions (date, time, location, and content).
7. Implement activities based on curriculum and tutee needs.
8. Integrate online tutorials.
9. Administer regular practice exams by modifying State practice exam.
10. Submit copies of all documentation.
11. Tutors will receive \$500.00 per tutee.

If you would like more information, please contact Ms. Betty Shapiro, at [Betty.Shapiro@KeysSchools.com](mailto:Betty.Shapiro@KeysSchools.com) or Ms. Melanie Morales, at [Melanie.Morales@fiu.edu](mailto:Melanie.Morales@fiu.edu).