

Request for Limited Teaching Endorsement

A limited Teaching Endorsement (LTE) is requested for those instructional personnel who are unable to comply with a standard that applies to their particular position. For example: An individual is hired to teach the second grade, yet the teacher does not possess either a bachelor's degree or Florida Certification in Elementary Education **and** will not come into compliance with the standard within the allotted time frame. Therefore, a request for a LTE must be submitted with the ARCA report. The LTE request is sent to the Superintendent. In addition, an explanation of why an individual was hired who did not meet the standard, evidence that the position was advertised, an action plan detailing the steps the individual will take to come into compliance with the standard and a projected date of completion must accompany the request. This request will be reviewed and considered by the Florida Catholic Conference Accreditation Committee. If granted, the signed Request for a Limited Teaching Endorsement form will be returned to the school. This is to be placed in the teacher's personnel file. A LTE is valid for one calendar year and must be renewed. Failure to submit a request to renew a LTE changes the individual's status and the school is now non-compliant with that standard. A sample request form follows.