

SUPERVISING TEACHER BENEFITS – Certificate of Participation

Supervising Teachers have the opportunity to receive a Certificate of Participation (COP) voucher for participation during the internship semester. Supervising Teachers must acquire at least 300 supervision hours to receive a COP. The COP is good for the matriculation fees of **up to 6 credit hours of graduate work during one semester of study at a university within the state of Florida**. Each certificate is effective for **3 years**, and can be issued only by request to the Coordinator of Music Education. Teachers must complete the Certificate of Participation Memo and return to the Coordinator of Music Education to be considered for a Certificate of Participation at the end of the internship semester. The information must be complete and submitted by the dates listed in the COP guidelines.

NEW GUIDELINES FOR CERTIFICATE OF PARTICIPATION (subject to change according to the University of Central Florida guidelines)

Graduate Hours	Cost (2008 – 2009)	Fees Waived \$201.54/Hour	You are Responsible For
1	\$270.17	\$217.95	\$52.22
2	\$540.34	\$435.90	\$104.44
3	\$810.51	\$653.85	\$156.66
4	\$1080.68	\$871.80	\$208.88
5	\$1350.85	\$1089.75	\$261.10
6	\$1621.02	\$1307.70	\$313.32

NOTE: The way to determine the fees for which you are responsible for the semester is to deduct the waived portion listed above from your registration fee invoice. The remaining balance is your responsibility.

A maximum of 6 hours of (matriculation) fees may be waived.

A record of participation for Internship I will be noted in my office for each teacher until a full point has been earned. At that time, the certificate will be issued automatically to that supervising teacher. **These certificates are non-transferable**, valid for up to 6 semester hours of registration at any university within the state of Florida, and are applicable for **3 years** from date of issuance. These certificates can be used in part or in their entirety for only one semester. Points are earned as follows:

Supervising Senior (Intern II) Student Teachers

1 point for each student supervised for 13-14 weeks. A teacher must supervise a senior intern for one (1) full semester to receive one (1) certificate.

Supervising Junior (Intern I) Student Teachers

¼ point for each student supervised for 6-7 weeks; ½ point for 13-14 weeks. A teacher must supervise junior interns for two (2) full semesters to receive one (1) certificate.

Supervising teachers receive COPs according to the formulas listed. However, it is important to note that COPs do have expiration dates and are **GOOD FOR THREE YEARS. COPs that expire cannot be reissued.**

Please note the following schedule for processing COPs:

Semester of Supervision	COP Application Due Date	COP Issuance to Supervising Teacher
Fall	December 1	February
Spring	April 1	July

COP Application
University of Central Florida
Department of Music

TO: Supervising Teachers

FR: Dr. Donny Allen

RE: Certificates of Participation (COPs) for Supervising **Music Education Interns**

Greetings,

In appreciation of your participation in the University of Central Florida, Music Education, K-12 internship program, we are able to offer you a Certificate of Participation (COP) voucher. You can use this COP for matriculation fees of up to 6 credit hours of graduate course work at any Florida state university. Please read carefully the COP guidelines below:

In order to expedite the processing of COPs, please return your completed form to me. If we need to verify any of this information, it will be through the telephone contact that you provide.

****Issuance of COPs is contingent upon meeting the requirements of supervising teachers.**
Thank you for all that you do to support our University of Central Florida interns.

Required Information for Certificates of Participation (Please print or type.)

*Forms will not be processed until all fields below are completed.

Please complete a separate form for each UCF music internship student you have supervised.

Circle Type of Internship (I or II)

Teacher Information

Name: SS#:

Phone: E-mail:

Intern Information

1) Name: Supervision dates:

School: School County:

Return to Dr. Allen, Internship Coordinator
UCF Department of Music, 4000 Central Florida Blvd., Orlando, FL 32789