CREATE Frequently Asked Questions

When should a course and or section be created in ACIIS?
A course and or section should be created in ACIIS once you have received notice that your PD proposal has been approved and funding has been secured. It is recommended that courses/sections are created at least 2-3 weeks prior to the start date of the professional learning event.

How long will it take for my course to be approved in ACIIS?
48-72 hours.

Why can't participants register for my course?
If participants are not able to register for your section, please check the following prior to emailing or calling the Professional Development Office.

- Verify that the course/section has been submitted and approved through the official PD approval process in ACIIS
- Verify you have allotted enough spaces for participants under the "maximum number of participants" field
- Under settings, verify that the location is correct

When should I close out a section?
A section should be closed out as soon as follow-up is submitted. *Teachers only have 6 months to complete the survey from the end date of the course,* not the date the course is closed out.

How do I revise and resubmit a denied section under an already approved course?
To revise a denied section, you will need to navigate through the "course request" and then select "approved courses." Once you find the course you're looking for, select "manage course." You will then scroll to the bottom and select "edit" to make changes. Once changes are made, you can resubmit for approval.

Where can I find master inservice component numbers to align professional learning?
Our Master Inservice Catalog is listed on our Professional Development website. Please click here to access the plan.

How many points do teachers need to renew a professional certificate?
Currently, they need 120 valid inservice points, with 20 of those being ESE (teaching students with disabilities) to meet renewal requirements. This applies to everyone renewing a professional certificate, regardless of what they teach or what they are certified in.

Do teachers on a temporary certificate need professional development points to move to a professional certificate?
They do not. Please direct teachers on a temporary certificate to their Statement of Status of Eligibility letter that they received from the Florida Department of Education. This letter will guide their professional growth plan/coursework.

Where are help guides for ACIIS course management located?
ACIIS Help Guides are located on our Professional Development website under the "CREATE" folder.

How many ESOL points do I need?

The number of ESOL points vary by educator. Please click here to learn more about ESOL categories. If teachers have questions regarding their ESOL requirements, contact Michael Jacobi at jacobimh@gm.sbac.edu.

What ESE courses satisfy the ESE recertification renewal requirement?
Please click here to access a flyer that lists free, pre-approved ESE courses that can be used to satisfy the ESE renewal requirement.
Educators may elect to self-pay for the Beacon SWD: ESE for All Educators (SB 1108) course. Please note that each course may only be taken once during a five-year validity period.

Can a UDL training at my school count as ESE points?
Requests for ESE professional Learning points must be pre-approved by our Student Services department. Prior to requesting approval from Elizabeth Simpson , please complete the ESE Training Request Form found on our website under CREATE folder and then share with her and us via email if possible.

How many points should a professional learning opportunity be worth?
Points are awarded 1:1 for each hour of training plus follow-up. For example, a three hour training that requires one hour of follow-up work would typically be worth four total points.

How often do teachers receive the email reminding them to complete the survey?
A survey reminder will go out when the section is closed and then automatically sent every 30 days til the participant completes.